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ABSTRACT

Developed for use in the Library Studies I component of the Library Studies Program at Bloomsburg University (Pennsylvania), this self-paced workbook is intended to acquaint students with the Harvey A. Andruss Library and help them develop information-seeking skills. The workbook is designed to be used in conjunction with an exercise book, and completion of the entire unit is expected to take approximately three hours. Following a brief discussion of the Library Studies Program and workbook, introductory material includes the Library Studies I objectives, instructions on use of the workbook, and a glossary of 14 library-related terms. Basic information about the library is provided in seven chapters: (1) Library Orientation; (2) Readers' Services; (3) Card Catalog; (4) Topic Approach to the Catalog; (5) Basic References and Periodical Indexes; (6) Other References; and (7) Microforms. The text is supplemented with four illustrations, and the appropriate exercise book assignments are indicated at the end of each chapter. (KM)

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LIBRARY STUDIES I WORKBOOK

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LIBRARY STUDIES I

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INTRODUCTION

I chose the cartoon on the cover because it represents two ideas. First, that we can feel as if lost in a maze when in complex places new to us. Secondly, that there are usually those - like the mouse at the information booth - who can direct us through the maze if only we know what to ask and of whom. The library's counterparts to the mouse are the librarians at the Readers' Services Desk. This workbook is the result of my experience there.

The Library Studies Program is designed, not only to acquaint you with the Harvey A. Andruss Library, but also to develop your skills in seeking information throughout your life - as a graduate student, as a business person or as a private citizen. What you learn in Library Studies I will also help you in such courses as English Compostion I and II.

Completion of this unit will take about three hours. Consider the time spent as an investment: the dividends will be noticeable as you undertake future assignments where information outside the classroom must be sought.

From time to time, you will see statements identified by **. These are key points to remember.

William J. Frost
Harvey A. Andruss Library
April, 1987

OBJECTIVES

In Library Studies I, you will:

* Locate Major library areas and collections, such as the Readers' Services Desk, Reserve Desk, Periodicals Collection, etc.

* Review library circulation policies and procedures for use of materials and facilities.

* Become familiar with the Library of Congress Subject Headings List, the Library of Congress Classification System, and the library's card catalog.

* Efficiently use basic library resources such as encyclopedias, dictionaries, and Readers' Guide to Periodical Literature.

* Identify different types of library materials, e.g. microforms, pamphlets, and be able to retrieve them.

INSTRUCTIONS

Please read the instructions carefully before beginning your assignments.

This is a self-paced unit; you may complete it right away, or do it a chapter at a time up to the completion date set by you or your instructor.
The exercises are to be completed by .

All the answers to the exercises can be found in the workbook or in the Andruss Library, and all of the work can be done there. A reference librarian on duty (you will be told where) will help you if you have a problem.

You will need both a workbook and an exercise book. For each assignment read the chapter in the workbook, and then complete the corresponding exercise. Each workbook is the same, but, except for the library tour sheet, your exercise book will be different from those of your classmates. You may work together with your classmates, but please do not ask someone to complete your work in your absence. As with other studies, the way you find the answer is often as important as the answer itself.

Your exercise book will be collected by your professor, after you fill out a machine-readable answer sheet in class. Keep this workbook for your future reference.

GLOSSARY

CATALOG ------- Listing of publications or other library materials.
EXAMPLE: Andruss Library's card catalog.

CITATION ------ The information used to identify a source of information.
EXAMPLE: A book citation includes the author, title, place of publication, publisher, and date of publication.

CIRCULATION --- 1. A collection of books which circulate, i.e. can be checked out.
2. The department which handles records for books in the above collection.

CLASSIFICATION- Placing things according to their similarity in groups, or classes.
EXAMPLE: Book classification systems.

DOCUMENTS ----- Official publications of a governmental body. Our collection contains both federal and Pennsylvania documents.

GLOSSARY ------ Definitions of selected terms used in a publication or area of study.
EXAMPLE: This glossary.

INDEX --------- A list of articles or topics within publications.
EXAMPLE: Readers' Guide to Periodical Literature

LIBRARY OF ---- The world's largest library, located in
CONGRESS Washington, D.C. The originator of the LC classification system and the LC subject headings list.

MICROFICHE ---- Usually 4" x 6" sheet of film with the pages reduced 24:1.

MICROFILM ----- Reel of film, with pages reduced from 14:1 to 18:1.

MICROFORM ----- Generic terms for any microimage publications.
and EXAMPLE: microfilm, microfiche
MICROTEXT

PERIODICAL ---- Publications which are continued by issues which usually appear in regular time periods more often than once a year.
EXAMPLE: Dun's Business Month

REFERENCE ----- 1. Service in locating information through contact with a reference librarian, e.g. at Readers' Services Desk
2. Collection of atlases, dictionaries, encyclopedias, handbooks, indexes, etc.
3. Citation (see above).

RESERVE ------- 1. Materials, usually in high demand, which are reserved for restricted use.
2. The department which handles the records for books in the above collection.

CHAPTER ONE

LIBRARY ORIENTATION

OBJECTIVES: After studying this chapter, you will be able to:
* Locate the collections and departments you are likely to contact in the library, and their regulations.

LIBRARY HOLDINGS: The Harvey A. Andruss Library holds over 300,000 bound volumes (books), over 1,200,000 microforms, and subscribes to over 1,500 periodicals (magazines and journals). Other materials include pamphlets, documents, catalogs, company reports, maps, phonograph records, and audio tapes.

IS SIZE A HELP OR HINDRANCE?: As academic libraries go, we are only middle-sized. Yet as the largest library in northeastern Pennsylvania, our size may be intimidating to those used to much smaller libraries. The library can be viewed either as a wealth of information available to answer almost any question, or as an impenetrable maze of stacks, cabinets, and restrictions. If you hold the latter view now, we hope that you will see the library in a better light as you learn more about it.

The first step in understanding the library is to learn what we have and where we have it. A self-guided tour sheet is available at the guide stand near the entrance to the 1st (middle) floor, and opposite the Readers' Services Desk. Because the library is continually growing, locations of materials change.

Book locations are posted between the Readers' Services Desk and the card catalog.

REGULATIONS FOR BOOKS: Your student ID is your borrower's card. Most books circulate for four weeks - fines are charged for overdue materials. Fine schedules are posted at the Reserve and Circulation desks. Special arrangements must be made to borrow reference books, periodicals and documents.

SOCIAL RESTRICTIONS: Many students are annoyed if they find a lunchroom atmosphere in a place to study. We expect our users to speak quietly and to take food and drink only to the ground level lobby.

A LARGER LIBRARY: As you no doubt noticed on your tour, the library is very crowded. We have insufficient seating and no typing room, or lounge. Until we have a larger library, we ask your tolerance of existing conditions.

COMPLETE EXERCISE ONE IN YOUR EXERCISE BOOK

CHAPTER TWO

READERS' SERVICES

OBJECTIVES: After studying this chapter, you will be able to:
*learn what reference services are available to you and ask how to ask for them.

LIBRARY SERVICES: In the previous chapter you are told what responsibilities are yours when using the Andruss Library. This chapter emphasizes our responsibilities to you.

READERS' SERVICES: Library staff are usually organized into two groups: 1) Technical Services - the people who order, catalog, and prepare library materials for your use and, 2) Public or Readers' Services - those who are in continual contact with students, faculty, and other library users and provide services directly to them.

The Readers' Services Desk is your contact point for reference service. It is the only desk staffed by librarians - trained professionals holding graduate library science degrees. Despite what other work they may have in front of them, the primary job of these librarians is reference -referring you to sources most likely to meet your informational needs.

Do not be hesitant in approaching the Readers' Services Desk. There is no shame in asking for help and there are no "stupid" questions; only those asked in ignorance. As you progress through the workbook, you will learn enough so that you will not have to ask basic questions.

** If your first approach to the Readers' Services Desk does not result in sufficient information, return for further information.**

QUESTIONS: Ask direct questions. If you wanted the address of the manufacturer of Southern Star Tuna, say so. If, instead, you asked for the corporate directories, you would not find a listing, since Southern Star is a trade name, not a company.

1. If the sources you are referred to do not provide you with enough information, return for further guidance - for two reasons: a) if there are a number of potential resources for your topic, the librarian may not wish to overwhelm you by naming them all at once; and b) a librarian may recall additional sources after having had time to consider your query further.
2. On an exceptionally difficult question, you may want a second "opinion". The different backgrounds librarians have may result in a second librarian taking a different, perhaps more successful approach to your topic than did the first.

OTHER SERVICES AVAILABLE AT THE READERS' SERVICES DESK:

ONLINE SEARCH: In some instances - a complex research question or a highly specific topic - a computerized literature search may be appropriate. A wide variety of computer data bases such as ERIC, Psychological Abstracts, and Management Contents can be accessed through our Online Search Services. Charges are based on the amount of time needed for the search and the information received. The process is initiated when we receive your application form. Blank forms are available at the Readers' Services Desk.

INTERLIBRARY LOAN: Interlibrary loan is a procedure whereby one library may borrow materials for the use of its patrons. At the Andruss Library, interlibrary loan is intended for the use of faculty, students - both graduate and undergraduate - when materials are not in our collection. Many loans are available at no cost.

LIBRARY GUIDES: Guide sheets, such as the self-guided tour have been written to help users of this library to learn more about its resources and services. Know the contents of the guide stand.

COMPLETE EXERCISE TWO IN YOUR EXERCISE BOOK

CHAPTER THREE

CARD CATALOG

OBJECTIVES: After studying this chapter, you will be able to: *use the card catalog for book location.

WHAT THE CATALOG IS: The card catalog describes the materials in the library and identifies them by call number so that you may locate them. Among the materials cataloged are circulating books, reference books, phonorecords, audiotapes, and selected documents. Ours is a "dictionary catalog" which means that all cards (e.g. author, subject, and title) are filed alphabetically in one sequence, like a dictionary. Each drawer is labelled with its contents. If a drawer is too low or too high for you to use in the cabinet, it may be pulled out and used on a pull-out tray or a consulting table. Please replace drawers as soon as you are finished with them.

WHAT THE CATALOG ISN'T: The catalog does not list articles within periodicals or within books. Several indexes, which you will learn of later, provide this service. Reference from some subject headings are made to the Pamphlet File, but individual pamphlets are not cataloged Although our catalog contains cards from both the Geisinger Medical Center in Danville and the Columbia Historical Society in Orangeville, these cards do not show their current holdings.

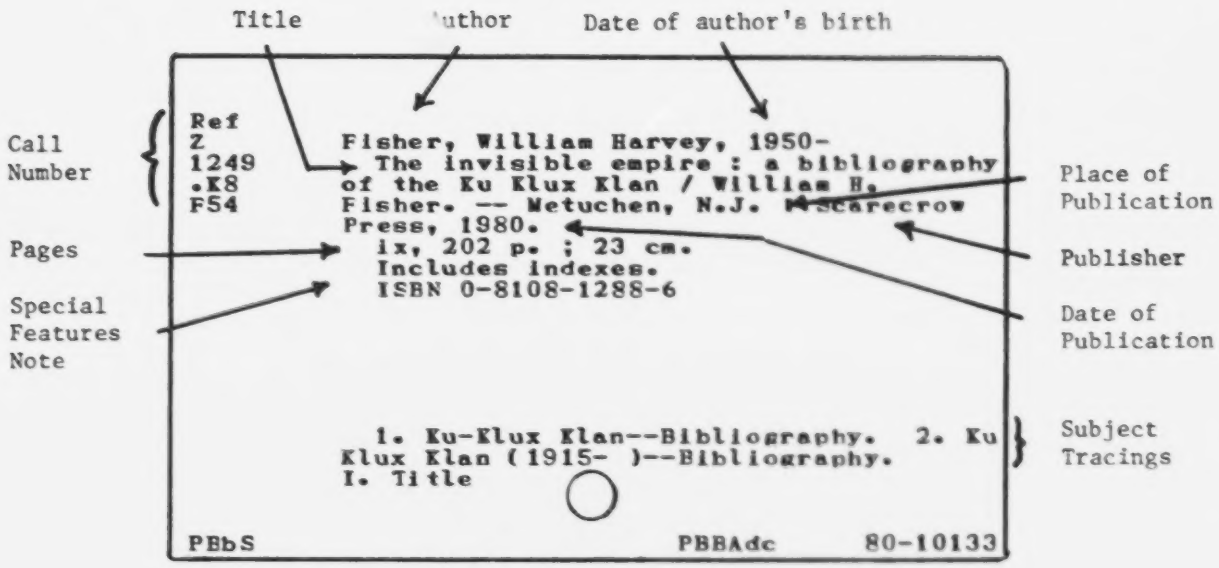
OTHER CATALOGS: Not all libraries file their cards in one sequence. Some libraries have a "split catalog" where, for example, the author and title cards are together in one catalog, but the subject cards are in another.

CARD CATALOG: Each catalog has information printed on it to help select the book, phonorecord, tape, etc. best suited to your needs. Card catalog information includes total pages, the date of publication (very helpful as an indication of the book's currency), and the presence of illustrations and bibliographies.

ILLUSTRATION A

SAMPLE AUTHOR CARD

(Filed in the F's)



CALL NUMBER: Each catalog card also has the call number of the book printed in its upper left hand corner. Each part of the alpha-numeric sequence constituting the call "number" is important. When copying down a call number, always copy the entire sequence in the same order as printed on the card; many books have not been found simply because this step was not taken.

CLASSIFICATION: The call numbers of our materials vary with the classification schemes used for them.

Most books are classified in the Library of Congress (LC) system. An LC call number always begins with one or two letters on the top line.	DT 373 .L56
Juvenile and young adult books are classified by the Dewey Decimal System, preceded by Juv.	JUV 923.173 R824K
Selected government documents are classified according to the agency of origin.	DOC HE 5.25: 925\11
Other materials are simply assigned a number in the order that they are cataloged.	phono 1728

ALPHABETICAL: You may recall that earlier you were told that our cards are filed alphabetically in one sequence. The exceptions and emendations to this seemingly simple rule are many, but these few will help you with most catalog searches.

1. Drop the articles "A", "An", and "The" (or their foreign language equivalents) at the <u>beginning</u> of a title.

2. Author cards are filed before subject and title cards:
   Steinbeck, John, 1902-1908
   Steinbeck, John, 1902-1908 Characters
   Steinbeck and his critics

3. Abbreviations and numbers are filed as if they were spelled out:
   Example: 100 as one hundred
   Dr. as doctor

4. Historical Periods are filed chronologically:

United States - History - Revolution
United States - History - War of 1812
United States - History - Civil War

5. Mc (Donald, etc.) filed as if spelled Mac (Donald, etc.).

6. Cards are filed by word, not by letter:

New York
New Zealand
Newsweek

Except for rule 1, variations in sequential arrangement abound in other library resources, e.g. encyclopedias or indexes.

Never assume that another resource has the same sequence as the card catalog.

BOOK LOCATION: After completing chapters one (orientation), three (card catalog), and four (topic approach to the catalog) you should have little trouble in finding books. Because our collections are continually growing, book locations will change. A location chart is posted between the card catalog and the Readers' Services Desk.

AUTHOR AND TITLE APPROACHES: If you are hunting a specific book, the easiest way to find it is by author or by title.

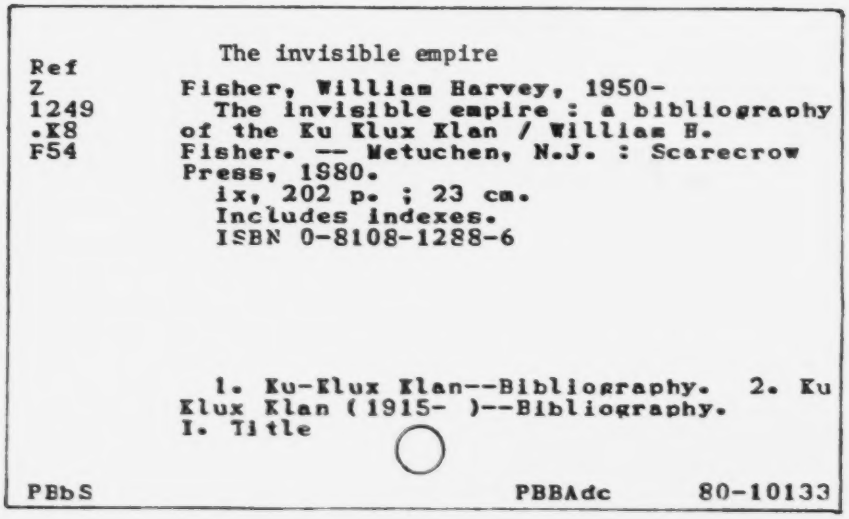
Author - filed by the author's last name first.
Title - filed by the first word (except for the articles "A", "An", and "The").

COMPLETE EXERCISE THREE IN YOUR EXERCISE BOOK

ILLUSTRATION B

SAMPLE TITLE CARD

(Filed in the I's)



The invisible empire

Ref
Z
1249
.K8
F54

Fisher, William Harvey, 1950-
The invisible empire : a bibliography of the Ku Klux Klan / William H. Fisher. -- Metuchen, N.J. : Scarecrow Press, 1980.
ix, 202 p. ; 23 cm.
Includes indexes.
ISBN 0-8108-1288-6

1. Ku-Klux Klan--Bibliography. 2. Ku Klux Klan (1915-)--Bibliography. I. Title

PBbS PBBAdc 80-10133

NOTE: The title card is a replica of the author card, but with title typed above the author since cards are filed by the top line first.

CHAPTER FOUR

TOPIC APPROACH TO THE CATALOG

OBJECTIVES: After studying this chapter, you will learn:

*the purpose and use of the Library of Congress Subject Headings
*the function of vocabulary references
*the scope of subject headings
*the effect of language changes upon cataloging and indexing vocabulary
*a systematic subject approach to catalog searching.

TOPIC APPROACH: As you learned, searching for a book by looking up its author or title is relatively straight forward and this approach should always be used if an author or a title is known. More often, however, you may wish to know which books we have on a certain topic. This can be relatively simple or quite complex, depending on the topic.

VOCABULARY CONTROL: Most resources that are designed to help people find information by topic have restrictions or controls on their vocabulary. Catalogers and indexers rely on a word list which tells them under what term to place an article or book.

LIBRARY OF CONGRESS SUBJECT HEADINGS: This is the title of the list our catalogers use; you should remember this work and its location from your self-guided tour.

The LC subject heading list should be consulted whenever you have questions about the proper subject heading(s) you should use to to find books on your topic.

For example, if you were writing a paper on "Violence in the American Family", under what heading would you look? By looking the catalog, you discover that both "Violence" and "Family" are used as subject headings. Reading the titles on the cards with these headings, you might find books appearing under "Violence" do not mention the family, and the books under "Family" do not mention violence. You find no sub-headings either, e.g. "Violence - Family", or "Family - Violence".

Stymied? Perhaps you would be if not for the LC Subject Headings List. Under the phrase "Family Violence", and you are told to see "Conjugal Violence". You look in the catalog under "Conjugal Violence" and find several books listed. Wanting more books you can go back to the LC list under "Conjugal Violence". Under the reference "sa" (see also) you are given two related terms you could also use, "Child Abuse", and "Wife Abuse".

VOCABULARY REFERENCES: "See" and "See also" are commonly used to aid you with the vocabulary of catalogs and indexes:

See - follows a term <u>not used</u> as a subject heading and precedes terms (usually synonyms) which are.

EXAMPLE: "Family Violence, see Conjugal Violence".

See also - follows a term <u>used</u> as a subject heading and precedes related terms which are also used.

EXAMPLE: "Conjugal Violence, see also Child Abuse".

As you use the LC list, you will note terms following the designation "x" or "xx". These stand for a "see" or "see also" reference for those terms.

You can also use any term in the LC list <u>unless</u> it is followed by "see" or preceded by "x".

SCOPE NOTES: Scope notes specify the range of the subject heading and appear immediately following the heading.

EXAMPLE: Drinking and traffic accidents

"Here are entered works on the relation between alcoholic intoxication and traffic accidents. Works on drunk driving as a criminal offense are entered under Drunk driving."

SPECIFIC HEADINGS: In the topic search used as an example above, you learned the advantage of searching by a specific heading:

1) A book cataloged under a broad heading will usually have, at best, perhaps a chapter on your specific topic.

2) A book about a specific topic will usually not be cataloged under a broad heading.

EXAMPLE: The books on the Battle of Gettysburg are cataloged under "Gettysburg, Battle of, 1863". They are not cataloged under "United States - History - Civil War, 1861-1865," the correct heading for more general Civil War histories.

Always look under the headings most specific to your topic first, then, if more books are needed, go to broader or related headings.

LC VOCABULARY SIZE: This is large and still growing. The size of the subject vocabulary is commensurate with that of the Library of Congress itself. You may, then, come across headings in the LC list which are not used in our catalog.

EXAMPLE: "Stability of motortrucks" is an LC heading for which we have no books.

LC SUBJECT CHANGES: These are issued in paper copy and are shelved below the hardbound volumes which they update.

Terms in subject cataloging and indexing change to reflect those of our contemporary society.

If you are looking under an LC heading in the catalog for which we only have recent books, it may be older books are cataloged under a non-current heading.

EXAMPLE: Up until 1976, LC used "Negroes" as a subject heading. All books cataloged after that date are under "Black" or "Afro Americans".

COMPLETE EXERCISE FOUR IN YOUR EXERCISE BOOK.

CHAPTER FIVE

SECTION A

BASIC REFERENCES

OBJECTIVES: You will review some basic references and discover others. In doing so, you will also be able to distinguish among the various types of references and to know their purposes and how they are arranged.

INTRODUCTION: Like reference librarians, reference books will give you brief information and/or referral to other sources. The reference titles cited below are intended to be examples of their kind.

Remember, reference books can be located using the card catalog.

FORMAT: Reference books vary considerably in their arrangement, but most have these parts; although not always in the order listed:

1) Contents. A table of contents will present the material in a broad outline.

** 2) Instructions. Unlike other books, reference books - especially indexes - will often include a "user's manual", in its preface**.

3) Abbreviations. Explanations of abbreviations may be in two lists:

a. Descriptive terms, e.g. "il." = illustrated.
b. Sources, e.g., "Cong Digest" = Congressional Digest.

4) Index. The index, usually found in the rear of a book, or set of books, should be used in conjunction with the table of contents. Information on a topic may be found in several parts of a book, so:

Always check a reference book's index.

CHAPTER FIVE

SECTION B

PERIODICAL INDEXES

PERIODICALS: Periodicals are as an important a resource as books. Both magazines and journals are periodicals - publications which are continued by issues which are usually appearing regular time periods, e.g. weekly, monthly, quarterly. Periodical articles are usually more current than books and their brevity can be an asset.

PERIODICAL INDEXES: The most efficient means to identify articles within periodicals is through the use of an index. The reference collection contains over 40 such indexes, several of which will be mentioned in the Library Studies II workbook.

For the present, it is sufficient to know only our most basic index, Readers' Guide to Periodical Literature, which many students have used in high school or public libraries. Further information on the Readers' Guide is assigned to the Exercise Book.

PERIODICAL HOLDINGS: The library's Periodical Holdings List is a computer print-out of periodical titles, in alphabetical order, found here. Copies of the list are at the Readers' Services Desk, the Reserve Desk, the Periodicals Desk, and the index tables. Each print-out specifies holdings by year and volume, and what portion of our holdings are in hardcopy (paper) and what is in microtext (microfilm and microfiche).

Always consult our Periodicals Holdings List before requesting a periodical.

A dash (-) following a date indicates that the periodical has been received from that date forward. See Illustration C.

ILLUSTRATION C

SAMPLE PAGE, PERIODICAL HOLDINGS LIST

TITLE: GENTLEMEN AND LADIES' TOWN AND COUNTRY MAGAZINE. BOSTON
MICROTEXT: V.1-2, NO. 7 1789-1790
SPECIAL COLLECTIONS: APS 1 REEL 13

TITLE: GENTLEMAN'S MAGAZINE
MICROTEXT: V.1-303 1731-1907

TITLE: GENTLEMEN'S QUARTERLY
MICROTEXT: V.39-48 1969-1978/79

Andruss Library has no issues past the 1978/79 publication year

TITLE: GEOGRAPHICAL, HISTORICAL AND STATISTICAL REPOSITORY. PHILA.
MICROTEXT: V.1, NOS. 1-2 1824
SPECIAL COLLECTIONS: APS 2 REEL 130

TITLE: GEOGRAPHICAL JOURNAL
HARDCOPY: V.149- 1983-

MICROTEXT: V.115-150 1950-1984

Andruss Library has 1983 to present in hardcopy

TITLE: GEOGRAPHICAL REVIEW
HARDCOPY: V.69- 1979-

MICROTEXT: V.1-68 1916-1978

For some years (here, 1973-78) copies are available in both hardcopy and microtext

TITLE: GEOLOGICAL MAGAZINE
HARDCOPY: V.110- 1973- (V.110-115 1973-1978 STORAGE)

MICROTEXT 1949-56, 1965-71, 1973-78

Ask at Periodicals Desk

HARDCOPY - ASK AT CURRENT PERIODICALS DESK
MICROTEXT - ASK AT RESERVE DESK

PERIODICAL LOCATIONS:

Hardcopy, last three years - - -	Current Periodicals Desk, Middle Level, West End
Hardcopy, older issues - - - - -	Periodical stacks on either side of desk (above) titles in alphabetical order
Microtext, all years - - - - - -	Reserve Desk

Microfilm copy of periodicals can be obtained at the Reserve Desk. Reserve Desk staff will help you to use the microfilm readers and reader-printers (if you desire paper copy from the microfilm).

Periodical articles this library does not own may be located and/or requested from other sources. Ask at the Readers` Services Desk for this and other informational services.

CHAPTER SIX

OTHER TYPES OF REFERENCE BOOKS

GENERAL ENCYCLOPEDIA: Most new college students have had prior experience in using a general encyclopedia - one which covers all general knowledge and is typically arranged in alphabetical order. But even college students will sometimes incorrectly assume that a topic is not covered if it is not where they expect to find it alphabetically.

Always check the encyclopedia index, usually in the last volume of the set.

Although much information is found in all encyclopedias, each set has its strengths and weaknesses. Using the indexes, you can check all the general sets in a few minutes. The adult encyclopedias, located in reference stack one, include the Academic American, Americana, Britannica, and Colliers.

Except for that first method, the above encyclopedias are updated by annual yearbooks. These do not bring every articles in the set up to date, but do constitute a summary of the year's events and issues. Some articles run several pages.

EXAMPLE: The 1983 Britannica yearbook contains a six page article on the debate over disarmament.

DICTIONARIES: No one who is serious about acquiring knowledge through the use of one or more languages should be without a dictionary. Those in reference may be located using the card catalog with the subheading "Dictionaries" under the language or subject whose vocabulary is defined, e.g. "English language - Dictionaries", or "Political Science - Dictionaries".

Most of our unabridged dictionaries are kept at the dictionary stands throughout the first floor.

Next time you are in the library, check the table of contents and note how much else a dictionary contains in addition to English vocabulary.

Most reference books, including dictionaries, will have an explanation for their arrangement and use a key to abbreviations in their prefatory pages.

THESAURI: Perhaps you had never thought of a thesaurus as a type of dictionary since it does not list each word followed by its various meanings. It does explain a word's meaning, however, by comparing and contrasting it to other words. Like the standard dictionary, it is a valuable tool in expanding your vocabulary.

FACTBOOKS: These are books of facts applicable to most topics. These are not easy to identify in the card catalog - there is no subdivision, "Factbooks". And the titles vary using terms like "almanac", "abstract", "handbook", or "yearbook". Unlike encyclopedias, factbooks typically have a classified arrangement. Their indexes are sometimes incomplete and must be used in conjunction with their tables of contents. The most recent editions of many factbooks are kept at the Readers' Services Desk, e.g. the World Almanac, Handbook of Labor Statistics, Dow Jones-Irwin Business and Investment Almanac, and Statesman's Yearbook.

OPINION SOURCES: In college you will learn to deal with more than hard facts. In developing your own opinions and in understanding divergent views on an issue, you will be consulting other sources than those above. Students have often been successful with the following sources:

PAMPHLETS: We have pamphlets on a wide variety of topics. Some are factual and objective, but others share the bias of their publisher. Several are given to us to advance the viewpoint of a particular group.

EDITORIALS ON FILE: Each year about 250 crucial issues are selected and editorials from major U.S. newspapers on the issue are reprinted in full. Included in the 1983 volume are newspaper editorials on the NCAA requirements for academic standards for athletes, the independent truckers' strike, investigation of the EPA, and the role of the U.S. in Central America.

This series' format is called "loose-leaf", which means that the pages can be added or deleted easily.

Not only is the text updated by supplemental pages in looseleaf services, but also, in many cases, is the index.

EDITORIAL RESEARCH REPORTS: This is a series of 48 pamphlets per year on current issues. Unlike the newspaper editorials mentioned above, the reports are more objective than subjective, more informative than persuasive. Each report is followed by a brief bibliography of books, articles, and reports. Our subscription provides us first with single pamphlets, which are placed in the Pamphlet File, then with two bound volumes each year. When using the two cumulated indexes at the end of both the white and colored pages, be sure to read the notes and note the dates at the beginning of each index.

INDEXES TO COLLECTED WORKS:

Often short stories, poems, drama (literature collections are often called anthologies), essays, etc. by different authors are collected by period, genre (you know how to find a definition for a word you do not recognize), or whatever ("My Favorite Poems"). Although the title of a collection we own will be listed in the card catalog, the shorter works within it will not. The purpose of an index to collected works is to inform the reader in which collection a particular work is located.

SELECTED

EXAMPLE: (from Essay and General Literature Index)
Television viewing as ritual, [an article]. In Rituals and Ceremonies in popular culture [a book] ed. by R.B. Browne, p. 120-29.

Short Story Index, Granger's Index to Poetry, Ottemiller's Index to Plays in Collections, and Essay and General Literature Index.

Several steps are sometimes necessary before the work is in hand.

EXAMPLE: Someone has recommended a play to you written by a native of Scranton. You do not remember the author's name but recall the title had something to do with Lou Gehrig.

1) Look in Ottemiller's Index. In the title index you find, "Lou Gehrig did not die of cancer. Miller, J."

2) In the author index, you find, "Miller, Jason, 1952 - Lou Gehrig did not die of cancer. RICK"

Once you have identified the author and title of the short work, you can either a) look in the card catalog under the author's name, or b) look in the card catalog under the title of the collection having the work.

3a) Looking under "Miller, Jason" in the card catalog, you find that we have some of Miller's plays, but not this particular one.

3b) Back to Ottemiller's. Under the List of Collections and Key to Symbols, "RICK" is identified as Stanley Richards' Best Short Plays of the World Theatre, 1968-1973.

4) The card catalog lists the above title as having the call number "PN 6112 .R53 1973". The play you want is on pp. 101-112.

REFERENCE LISTS: As it was explained at the beginning of this chapter, the reference books mentioned above are only an example of the many books we have. One means of locating references to help with a topic is through the use of the card catalog. Another way is to look in a list of references. Brief lists for certain areas are in the display racks for library guides opposite the Readers' Services Desk. One of our most comprehensive lists is the Guide to Reference Books and it is kept in the Readers' Services Desk Collection.

COMPLETE EXERCISES FIVE AND SIX IN YOUR EXERCISE BOOK.

CHAPTER SEVEN

MICROFORMS

OBJECTIVES: After studying this chapter, you will:

* be familiar with the different types of microforms and with their content and use

* be able to locate them through the card catalog and view them with a reader

DEFINITION: "Microforms", or "microtext" are generic terms for any of the microimage publications which cannot be read without magnification.

MICROFILM: A roll of film, typically 35mm wide 14:1 to 18:1 reduction. Most of our microfilm holdings are for serials (periodicals and newspapers).

MICROFICHE: A sheet of film, typically 35mm wide with 14:1 to 18:1 reduction. 98 pages can be contained on one fiche, so longer works will be on several fiche. The three fiche needed to make up a 275 page book would be numbered 1 of 3, 2 of 3, and 3 of 3.
Most of our microfiche are for books, reports, and documents.

ULTRA-FICHE: A sheet of 3" x 5" film with an average of 70:1 reduction. 1000 pages can be contained on each ultra-fiche. We have ultra-fiche collections: the Library of American Civilization (LAC) and the Library of English Literature (LEL). The three forms above are all transparent film. We do, however, have some materials on opaque microcard (3"x5") and microprint (5"x8") as well.

MICROFORM DISADVANTAGES: Why we use microform: Microforms take slightly more time to retrieve than books, must be used in the library, and are less attractive than a book. Why, then, do we buy them?

MICROFORM ADVANTAGES: The advantages of microforms outweigh the disadvantages.

1) Microforms take up much less storage space. We have over 1,300,000 items on microform. To house these in paper copy would take the equivalent space of three additional buildings the size of Andruss Library. 2) Microforms cost less to buy than the equivalent paper copy. 3) Microforms are more secure from theft or mutilation than paper copy. 4) Many items, such as out-of-print books, can only be purchased in microform copy.

CATALOGING: Microform cataloging varies from one set to the next. As a rule, serial microforms are filed alphabetically by title and are not given series numbers. Non-serial microforms are numbered consecutively, one series for microfilm and another for microfiche.

Older, archival books on microform tend to have cards for each title in the set. Newer microform sets usually must be used with indexes. There are exceptions to both rules.

Copy both the series number and reel or microfiche number (if given). See Illustration C.

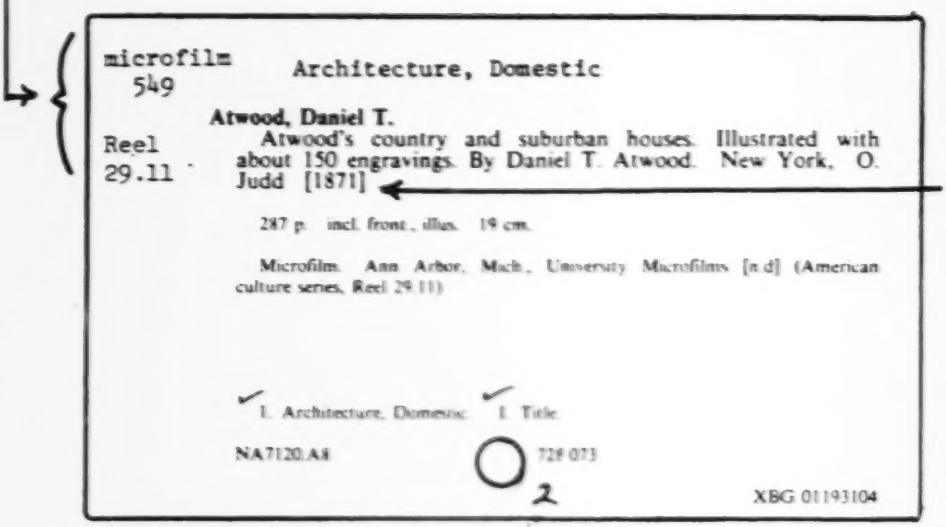
CURRENCY OF INFORMATION: As you learned in chapter three, the publication date of a book should be noted when searching in the card catalog because the date is an indication of the currency of the information in that publication. This is especially true of cataloged books on microform, many of which date back to earlier centuries.

EXAMPLE: A student researching post WWII suburban home styles is referred by the Library of Congress Subject Headings (see chapter four) to "Architecture, Domestic". Looking under this heading in the card catalog, she finds the card you see in Illustration C. At first glance, this title appears to relate well to her topic, but the publication date tells her that she need not take the trouble to retrieve this title.

ILLUSTRATION D

SAMPLE MICROFILM CARD

Copy all parts of the microform number, just as you would copy all parts of a books call number.



Note date of publication

Not all of our microforms are old books, however.

Many of our microforms consist of recent newspapers, periodicals. and reports; some published within the past 12 months.

READING MICROFORMS: Microforms are maintained by the Reserve Desk staff. They will retrieve microforms for you and assist you in operating a microfilm or microfiche reader. The readers enlarge the microimage and project it upon a screen for it to be read. Paper copy can be made from a microimage by using a reader/printer.

Ask the Reserve Desk staff where the microform may be returned. Do not refile microforms yourself.

COMPLETE EXERCISE SEVEN IN YOUR EXERCISE BOOK